

CENTRAL REGION COUNCIL
Special Executive Committee Meeting - Minutes
July 10, 2003

Attendees: Jane Reister Conard, Greg Diven, Russ Thelin, Paul Jackson, Norm Fitzgerald, Brad Maughan, Kerry Steadman, Douglas Johnston, Dean Walker and Dee Dee Darby-Duffin

Excused: Charles Daud, Edward Armour, Bo Hall, Karen Silver, Commissioner Gene White and Councilman David Wilde

Staff: Diane Lovell, Kim Auberger, Leno Franco and Melissa Olsen

Welcome & Announcements -Jane Reister Conard

Jane welcomed the council members and thanked them for coming. This meeting is being held in lieu of the Council Meeting that was scheduled for July 24th. Jane announced that the action items from the June 26th meeting were ratified as absent council members voted by telephone. Member reappointments and Council Officers are official.

Announcements:

- ❖ The State Council meeting will be on July 17th at 1:00 p.m. located at the Clearfield Employment Center. Diane made available an agenda and driving directions for council members' reference. Paul Jackson will be attending in Jane's behalf.
- ❖ The Council of Councils meeting will be on October 9 & 10 at the University Park Hotel. A brief council meeting will be held on the 9th. The time and exact location will be announced.
- ❖ Jane mentioned that Brad wrote an excellent article in the DWS Employer update and copies were distributed for council members reference. Council members were encouraged to read the article.
- ❖ Jane expressed her and the Council's sympathy for the loss of Brad's mother.
- ❖ The next Executive Committee will be August 14th and the Regional Council meeting will be August 28th.

Committee Reports

Membership Report - Jane Reister Conard

One individual from Kelly Services requested an application, however Kelly Services is a large employer and the Council currently needs small business representation. Louie Silveira of Costco, a possible large employer representative, has already attended a meeting and submitted a

membership application. Steve Goodrich has recommended the UPS Regional Human Resources Vice President as his replacement on the Council. It's nice to have a list of a half dozen people in case vacancies come up. Jane mentioned that suggestions are welcome for small employer representatives, particularly from the financial services industry. Kevin Schofield, Utah Alliance of Government Employees will probably become the public employee representative. Jane ended her report by stating her goal is to have full membership and full attendance within the Council.

Marketing Report-there is no update as Ed Armour was not available to attend the meeting.

Training and Development- no update as no new training provider applications have been received.

Facilities - Norman Fitzgerald

A meeting was held yesterday (7/9) regarding the Tooele Employment Center and we're moving along. We will negotiate with the current owner to meet DWS needs and will continue to gather statistics to see what needs to be done. Norm was impressed with the positive nature of the meeting and we are moving forward. The next meeting is scheduled for July 21st at 1:00 p.m.

Youth Council-Paul Jackson

There has not been a recent Youth Council meeting, but the next meeting is scheduled for August 11th. There have been some activities that we have become aware of involving the Salt Lake County Youth EmployAbility Services (YES) Program and the Salt Lake Chamber. These two entities have joined together with a goal of increasing employment and career opportunities for the youth of our community. Paul passed out a summary of the County/Chamber Youth partnership endeavor. A Memorandum of Understanding was signed between Salt Lake County YES and the Chamber, the intent of which is to increase the number of job shadows, internships, job and mentoring opportunities for youth with area employers. On either September 10th or 24th there will be a press conference to celebrate this community partnership between Salt Lake County YES and the Salt Lake Chamber. Paul asked for the Regional and Youth Councils work with the County and the Chamber in order to make this new venture a success.

Jane suggested that Paul regularly update the Council regarding the YES/Chamber partnership. We will start by discussing it at the August 28th Council Meeting.

Council Meeting Operational/Management Efficiencies – Jane Reister Conard

Jane has received feedback that Council meetings tend to go too long and she presented a few suggestions to improve Council efficiencies.

One measure that has been implemented to save time and to enable the Council to operate more efficiently is the new agenda cover sheets that highlight information provided in the Council packets. Another proposal is to examine the structure of and efficiencies within the Council's committees. Jane suggested the members consider reducing the number of committees from 9 to 6. Three committees would be collapsed into the Executive Committee, which would function as an umbrella for the Finance, Membership, and Government Relations Committees. The Chairs of the affected committees would function as subject matter experts or liaisons and remain on the Executive Committee. Under this proposal, in addition to the Executive Committee, the Council would then have five remaining standing committees: Basic Needs, Marketing, Training & Development, Facilities and the Youth Council.

Another proposal Jane offered for consideration was to shorten the time of the committee and Council Meetings. The committee meetings would be reduced to 30 minutes - from 12:00-12:30. Council business and action items would occur from 12:30-1:00, and informational/education items would be presented from 1:00-1:30. These options would be implemented to help save time and hopefully increase attendance.

Paul asked if the Marketing Committee was duplicating other departmental functions and if it could possibly be collapsed under another committee. Kim expressed that DWS markets the Council through events it sponsors and that the Council's goals are promoted. She noted that a newsletter is published on a quarterly basis that her division would be happy to distribute it and other Council information to potential business members.

After discussion, it was agreed by consensus to adopt Jane's suggestions to improve the Council's operational efficiency, including collapsing the Marketing Committee into the Executive Committee. Jane suggested the new committee structure be tried as a six-month experiment and then evaluated. She stated that all Council members will be asked to volunteer or be appointed to serve on one of the committees. We need to remember our purpose, goals, and the issues so we know what needs to be worked on. It may be wise to develop a mission statement for each committee so that we are in sync with the Council goals.

Annual Management Calendar: The committee members briefly reviewed the Annual Agenda Management Calendar and the monthly events and topics as

scheduled. Council members approved of the calendar and agreed to discuss the Council goals during the August meetings.

Date changes

The council members went over date changes for future meetings. Diane was asked to email the revised annual meeting schedule to the membership.

Meeting adjourned promptly at 1:00 p.m.